FY 2002 WAM Initialization

A Presentation

By:

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An Employee-Owned Company

Objective of Fiscal Year Initialization

- Has your Mission changed for the new Fiscal Year?
- Are you adding new Workcenters (Missions)?
- Are you losing Workcenters (Missions)?

- Answering the above questions is both the Key to getting started and meeting the objectives of FY Initialization.

The Steps of FY Initialization

1. Load Fiscal Year Data Updates onto CHCS
2. Validate the CHCS DMIS ID Structure for the new FY
3. Review Your MEPRS Codes in CHCS
4. Create SAS Detail File for FY 2002 on CHCS
5. Check for SAS Creation Exceptions
6. DWAM Clean-Up Actions

Who – What – When – Where will be covered in the following slides.

Step 1: Load FY 2002 Data Updates on CHCS

- **Who?** SAIC Site Manager/Software Specialist & IMD
- **When?** When notified by SAIC that Updates are available via e-mail (approximately 1 Oct 01).
- **What?** 2 Updates
  - DMIS ID Update: CHCS-SS_DMIS_FY2002_4603-1.0
  - WAM Core: CHCS-SS_CORE_FY2002_4603-1.0
    - FY2002 WAM Core Update (business rules for WAM reporting for the FY)
    - Master MEPRS Codes (changes to the 3-character MEPRS Codes)

Step 2: Validate Your CHCS DMIS ID/Division Structure

- **Who?** SAIC Site Manager/Software Specialist, DBA, IMD & MEPRS Coordinator
- **When?** After the DMIS ID Codes update loaded
- **What?** DMIS ID Analysis Report available as secondary menu option
  - Option Name: **DOD DMIS REALIGN - DMIS ID RPT**
  - Compares your CHCS Division structure to the official DMIS ID Codes file and tells you about the differences.
  - What can you see?
    - If your Group ID has changed
    - If you acquired a new Child DMIS ID
    - If you have an "Orphan"
    - If you have an Orphan (True or Location) you must consider the collection of the WWR data and the ADM data for the Orphan as this affects Bid Price Adjustment.
    - Each activity must have their orphans identified to ensure that roll-up relationships are properly identified for all systems.
  - You need to have a CHCS division for every DMIS ID in your group in order to send workload data to EASIV. Ultimately, your CHCS Division structure and the official DMIS ID Codes file agree.

Sample DMIS ID Analysis Report

What you have Today in CHCS.

DMIS ID ANALYSIS REPORT

GROUP ID: 0028 REGION:

DMIS ID	Name	Facility Type	Comments

CURRENT MED CENTER DIVISION STRUCTURE:

0028	NH LEMOORE	HOSP	INPATIENT DIVISION
0319	NBMC FALLON	CLINIC	

********** POSSIBLE BREAKOUT SCENARIOS **********

DMIS IDs NOT REFLECTED IN CURRENT MED CENTER DIVISION STRUCTURE:

0222	NBMC CONCORD

Is this DMIS ID an Orphan?
(One of your DMIS IDs that's actually on another CHCS database?)

What Analysis Report Comments Mean

INPATIENT DIVISION: Just a comment showing that this DMIS is a Hospital

POSSIBLE BREAKOUT: The report found this DMIS ID in the official DMIS ID Codes file but didn't find it in CHCS. Ask yourself: Is this an Orphan? Do I regularly get workload information for this DMIS ID via Fax or E-Mail? Are the users at these workcenters
using another CHCS somewhere else? How will their workload get to EAS? Is the official DMIS ID Codes file wrong?

INCORRECT DMIS ID/GROUP ID: The DMIS ID/GROUP ID/Division combination found in CHCS doesn't match the data in the official DMIS ID Codes file issued by TMA to CHCS. This is usually caused because a DMIS ID was realigned at the start of the FY to be part of a different Group. This REQUIRES CORRECTIVE ACTION!

INACTIVE DMIS ID: In the official DMIS ID Codes file, this DMIS ID is listed as Inactive. If you
believe the official file is wrong, contact the service POC to have it reactivated in the official file. If the official file is correct, then you need to inactivate this division on CHCS. This means that the workcenters in this division have either become part of another division/DMIS ID's operations or they are ceasing operations. This REQUIRES CORRECTIVE ACTION!

Where Can I Get More DMIS ID Information?

- TMA Web Site (see the official DMIS ID Codes file): http://204.106.16.234
- DQ Information (including DMIS ID info) are on the Data Quality web page: https://imcenter/code06

Step 3: Review Your Site-Definable MEPRS Codes

- **Who?** DBA & MEPRS Coordinator together
- **When?** After Step 2 has been completed.
- **What?**
  - **FY 2002 MEPRS Guidance:**
    - **1 New MEPRS Code EBJ**
    - **No new clinical MEPRS Codes for CHCS.**
    - **9 Codes Inactivated: (FCF FCH GAZ GBZ GCZ GDZ GEZ GFZ GGZ)**
  - **Print Out Your CHCS MEPRS Codes**
    - **Menu Path: CA-DAA-MPR-INQ-SDP**
    - **Do you have MEPRS Codes on CHCS to Inactivate?**
    - **Does every MEPRS Code have a DMIS ID Code assigned?**
    - **Is it the correct DMIS ID?**

Overview of FY02 MEPRS Changes

- New Code – EBJ (SERVICE MEDICAL IM/IT)
  - Note: This code should NOT be built on CHCS. The source system for for this code's data is UCAPERS.
- Obsolete Codes:
  - FCF (SUPPORT TO NON-FEDERAL ACTIVITIES)
  - FCH (EMERGENCY AND ACTIVE DUTY REMOTE AREA CARE)
  - GAZ (DEPL PLNG & ADM NOT ELSEWHERE CLSFD)
  - GBZ (READ EXERCISES NOT ELSEWHERE CLSFD)
  - GCZ (READ TRAINING NOT ELSEWHERE CLSFD)
  - GDZ (UNIT/PERS DEPL NOT ELSEWHERE CLSFD)
  - GEZ (READ LOG MGMT NOT ELSEWHERE CLSFD)
  - GFZ (READ PHYS TRNG NOT ELSEWHERE CLSFD)
  - GGZ (NAT DIS MED SYS NOT ELSEWHERE CLSFD)
- **Remember to inactivate on CHCS any 4-digit codes whose 3-digit is now obsolete for FY02!**
- **This is IMD's responsibility.**

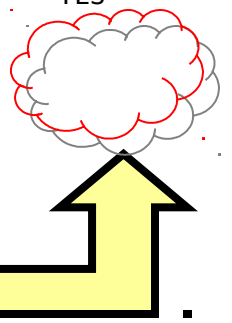
Sample MEPRS Code Report

MEPRS CODES FOR GROUP ID 0028

Code	Description Abbreviation	Dept/Service	Category	Standard	Sales Code ICU Flag	DMIS APU Flag
BAAA	INTERNAL MEDICINE CLINIC IMCLM	INTERNAL MEDICINE SE	OUTPATIENT	NON-STANDARD		0028
BAAJ	INTERNAL MEDICINE CLINIC IMCOF	INTERNAL MEDICINE SE	OUTPATIENT	NON-STANDARD		0319
BBA5	GENERAL SURGERY CLINIC	GENERAL SURGERY SVC	OUTPATIENT	NON-STANDARD		0028 YES
BGAJ	FAMILY PRA FAMPRO					

WHOOPS!

No DMIS ID means this code will not appear in the
SAS Detail File and no workload will go to WAM.
This creates a disconnect between the WWR, EAS and STARS/FL which must be explained under the DQMC Program statement signed monthly by the Commanding Officer



How to Get The WAM Documentation

- **How do I get the 4.51 WAM Implementation Guide?**
  - **On the 4.51 CHCS Documentation CD - Your Site Manager should have it**
  - **From the CHCS Home Page - www.chcs-dm.com**
    - **Username: chcspo**
    - **Password: contract2data**
    - **Look for version 4.51 on the left side of the page.**
    - **WAM Implementation Guide at the bottom of the list**
    - **Need Adobe Acrobat Reader on your PC**
    - **The 4.602 WAM Implementation Guide is also available on this web page. Just select version 4.602 and look for the Guide in the list.**

Step 4: Create the SAS Detail File for FY 2002

Who? MEPRS Coordinator

When? After all previous steps completed, never earlier than 26 September and not later than 31 October.

What? One Last Time - Check your MEPRS Codes (Step 3) to ensure that:

- All have a DMIS ID Code Assigned
- Assigned DMIS ID Code is Correct

- Ensure that WAM is turned on for each division in your Group.
- Required Security Key: DOD SAS CREATE
- Menu Path: CA-DAA-DWAM- SCRT
- Be Patient. It make take an hour or so to finish.
- Check Status of Creation: CA-DAA-DWAM-SDSP

Key Points for Success for SAS Detail File Creation

- **You must have the official data update files loaded (Step 1)**
- **Your CHCS Divisions, DMIS IDs and Group IDs must be correct (Step 2)**
- **Your CHCS MEPRS Codes file must be correct (Step 3)**

Step 5: Check for SAS Detail File Exception Messages

Who? MEPRS Coordinator

When? After SAS Creation status COMPLETE

What?

- Menu Path: WAM - 3 (like all other exception messages)
- Category 14 (CHCS SAS Detail File Activity)
- See the 4.602 WAM Implementation Update Guide (pg 3-24) for an explanation of individual exception messages.

Step 6: DWAM Clean-Up Actions

- **Who?** MEPRS Coordinator, DQ Mgr & MID
- **When?** After FY02 SAS File Created
- **What?**
  - Create Cost Pool SAS's.
  - Add Cost Pool Codes as Requesting MEPRS(RMEPRS) within Regular SAS's.
  - Enter POC Names & Phone #'s for each SAS.
  - Inactivate unnecessary R-MEPRS within individual SAS's.
  - Make these decisions based on your EAS ASD file.
  - Start editing your SAS Detail file immediately after it's created.
  - **Menu Path: DAA-DWAM-SEDT**
  - **New Option: Batch Inactivate Requesting MEPRS Within a SAS**
  - **Menu Path: DAA-DWAM-SBAT**

Editing the SAS Detail File

- First, burn a tree & print the file (DWAM-SPRN)
- Compare to your ASD & mark it up on paper so someone can help you with the data entry.
- Use SEDT option (This is the hard, slow, old way!)
  - Enter FY
  - Enter SAS Code (and select from the list)
  - 1st screen - enter POC/POC phone.
  - To inactivate a R-MEPRS, place cursor next to the appropriate Performing MEPRS (P-MEPRS) & select it.
  - Scroll through list of R-MEPRS & select an R-MEPRS to inactivate.
  - On the next screen, put your cursor below 1 Oct 2002 and enter T+1. Press return & answer Yes to the prompt.
  - Press RETURN 3 times & file the entry.

*** SBAT – BATCH INACTIVATE REQUESTING MEPRS ***

- Menu Path: CAA-DWAM-SBAT
- Enter FY, SAS # and DMIS ID
- Select the P-MEPRS and press I (inactivate)
- Scroll up and down the list of R-MEPRS on the screen, selecting the ones you want to inactivate.
- Then enter I (for inactivate) again.
- Enter Inactivation Date (default is the following day).
- Enter F for File to save your work! < Very Important Point >
- Enter Q to Quit
- Do the next P-MEPRS in the same SAS or do the next SAS
- Can do Reactivations the same way -- just select Reactivate instead of Inactivate.

ample - Inactivate Several RMEPRS within SAS 430 for PMEPRS DAA

Using SBAT (Step 1)

```
DIVISION: NAVY INPATIENT DIVISION                          10 Oct 2001
              BATCH INACTIVATE/REACTIVATE SAS DETAIL ELEMENT DATA

                 *** Current Entries for FISCAL YEAR: 2002 ***

SAS Code: 430     SAS Description: PHARMACY: RAW & WEIGHTED PROCEDURES
GROUP ID: 0124      Perf. DMIS ID: 0124
     UIC: N00183

  PERFORMING MEPRS
□□□
```

Example - Inactivate Several RMEPRS within SAS 430 for PMEPRS DAAA Using SBAT (Step 2)

```
DIVISION: NAVY INPATIENT DIVISION                          10 Oct 20011516
                BATCH INACTIVATE/REACTIVATE SAS DETAIL ELEMENT DATA
                   *** Current Entries for FISCAL YEAR: 2002 ***
SAS Code: 430     SAS Description: PHARMACY: RAW & WEIGHTED PROCEDURES
GROUP ID: 0124      Perf. DMIS ID: 0124
     UIC: N00183      Perf. MEPRS: DAAA
  REQUESTING
  MEPRS      ABBREVIATION                    STATUS     ACTIVATION   INACTIVATION
+ FCCP       FCCP                            ACTIVE     01 Oct 2001  01 Oct 2002
 *FDCA       NFON                            ACTIVE     01 Oct 2001  01 Oct 2002
 *FEAA       PTN                             ACTIVE     01 Oct 2001  01 Oct 2002
 *FEBA       PMEN                            ACTIVE     01 Oct 2001  01 Oct 2002
 *FEDA                                       ACTIVE     01 Oct 2001  01 Oct 2002
 *GEAA       PWRN                            ACTIVE     01 Oct 2001  01 Oct 2002
+*GEAB       PWRN                            ACTIVE     01 Oct 2001  01 Oct 2002
Next screen   Prev screen   Inactivate   Quit
Scroll to next screen of Requesting MEPRS Codes
```

Example - Inactivate Several RMEPRS within SAS 430 for PMEPRS DAAA Using SBAT (Step 3)

After entering I for Inactivate in Step 2, the system gives you the date prompt:

```
Select Inactivation Date: 11 Oct 2001//
```

The system then shows you the window of Requesting MEPRS again so you can inactivate more Requesting MEPRS if you need to.

When you are done, enter F for file.

Next screen **P**rev screen **I**nactivate **File** **Q**uit

File changes

Then Q to Quit

Why Do We Have to Clean Up the SAS Detail File?

Cleaning it up now prevents:

1) **Wasted effort later**
2) **Dealing with huge monthly workload files where most of the records don't contain any workload (zeroes).**
3) **Wasted Dollars**
4) **Lots of hassles all year if not cleaned at the start.**

WAM is a Leadership/Data Quality Issue

- Good data are needed to address cost issues arising from disconnects between the source system, reports and the central repository when workload is the key factor in bid cost adjustment. These disconnects are costing the government money!
- The goal is to manage resources to achieve cost & time savings. Workload is the key to achieving this.
- Remember, the objective of Data Quality is to create data only once and report it up the chain to avoid redundant efforts.